

.

---

**From:** Nassif, Julianne (DPH)  
**Sent:** Wednesday, February 01, 2012 11:11 AM  
**To:** Fuller-Jones, Sydney (DPH)  
**Subject:** RE: Modification to QC/QA review

Sydney we'll do it at the 11 time slot instead of the regular weekly meeting.  
Julie

---

**From:** Fuller-Jones, Sydney (DPH)  
**Sent:** Wednesday, February 01, 2012 11:08 AM  
**To:** Nassif, Julianne (DPH)  
**Subject:** RE: Modification to QC/QA review

Hello Julie,

Is there a particular time you would like to meet with CT/Lab folks on the first Monday of each month? Please let me know, and then I will see what is available as far as rooms go.

Thank you,

Sydney

---

**From:** Nassif, Julianne (DPH)  
**Sent:** Wednesday, February 01, 2012 10:59 AM  
**To:** Salemi, Charles (DPH); Piro, Peter (DPH); O'Brien, Elisabeth (DPH); Jenner, Jennifer (DPH); Clemmer, Jill (DPH); Rubin, Alan (DPH); Cheng, Gloria (DPH); Alfonso, Felipe (DPH)  
**Cc:** Fuller-Jones, Sydney (DPH)  
**Subject:** Modification to QC/QA review

Good Morning All,

In an attempt to be more efficient and to return important QC materials to the laboratory in a timely way, I am making the following changes to the way in which we will review QC documents.

- CT/Environmental Laboratories – on the first Monday of the month we will review documents in lieu of the scheduled weekly meeting. If it is a Monday holiday, we will review on Tuesday.
- Lead Lab and Drug Lab – Sydney will schedule individual meetings with each laboratory. My preference is to have only 1 lab QC meeting/week. If there is a day of the week or week of the month that is better than others, let me or Sydney know and we will try to accommodate.

Thanks, Julie

*Julianne Nassif*  
Director of Analytical Chemistry  
William A. Hinton State Laboratory  
Massachusetts Department of Public Health  
305 South Street Boston, MA 02130  
617.983.6651 (voice) 617.983.6662 (fax)